

FRANKLIN ESSEX HOUSING COALITION (FEHC)

RANK & REVIEW APPLICATION 2024

PART 1: DATA & OBJECTIVE MEASURES SECTION

NOTE: THIS SECTION OF THE APPLICATION IS BASED ON FEDERAL FISCAL YEAR 23 APR REPORTS (10/1/2022-9/30/2023). DATA SOURCES HAVE BEEN SUBMITTED TO HUD VIA LONGITUDINAL SYSTEMS ANALYSIS (LSAS) AND ARE USED TO EVALUATE PROJECTS TO ENSURE DATA CLEANLINESS.

Organization Name: _____

Project Name: _____

Agency Contact: _____

Project Type: PSH RRH TH SSO

- 1. Utilization Rate: Using the FY23 Project Application and Federal Fiscal Year 2023 (FY23) APR, complete the chart below to calculate utilization rate (round up to closest whole number).**

Projected number served during average PIT (Esnaps Project Application Question 5A)	Actual number served during PIT (APR Questions 7b and 8b)		
		Persons	Households
Persons: _____	January		
Households: _____	April		
	July		
	October		
	Average:		

Persons: Average Actual _____ / Projected _____ = **Utilization** _____%

Households: Average Actual _____ / Projected _____ = **Utilization** _____%

What was your project utilization of households *or* persons served during the year? (use the higher of the two percentages)

15pts= 95-100%; 10 pts =70-94%; 5 pts = 0-69%

Points Earned: _____

2. Data Quality & Completeness: FY23 APR Q6 and Attachment 2b.

2a. FY23 APR Q6: Is there an error rate of more than 5% in any of the following HMIS elements: PII, Universal Data, Income and Housing? **Yes -0 points No-3 points Points Earned: _____**

2b. FY23 Timeliness of Data Entry: Do you have any number of project start records at 11+days? (Use provided data attachment 2b to respond)

Yes-0 points No-3 points Points Earned: _____

3. Impact on Chronic Homeless: (10 possible pts.) (Attachment 3)

Points Earned: _____

To show the impact towards the CoC goal of ending Chronic Homelessness, refer to attachment 3 to see project score.

4. Positive Outcomes: (20 possible pts.) (Attachment 4) Points Earned: _____

For PSH, RRH, and TH, programs, an outcome is positive if a client is a stayer or exited to a PH destination. Use attachment 4 to see project score.

5. Exits to Homelessness: (20 possible pts.) (Attachment 5) Points Earned: _____

Please use Attachment 5 showing all project leavers and note the project score based on those who exited to the shelter or the street.

**6. Income Growth – Project Performance (20 possible pts.) (Attachment 6a and 6b)
(Based on APR Q19. Cash Income – Changes over Time to respond to questions below.)**

6a. What percentage of **clients** gained or increased **employment income or non-employment income at program exit?** (Note percent in **Q19a2. Row 5, Column 9**) Use attachment 6a to see project score. (10 points)

***This question will be weighted if your project had no leavers in the year analyzed.*

Points Earned: _____

6b. What percentage of **clients** gained or increased **employment income or non-employment income between start and annual assessment?** (Note percent in **Q19a1. Row 5, Column 9**) Use attachment 6b to see project score. (10 points)

Points Earned: _____

7. Physical and Mental Health Conditions- Number of conditions at Start (5 possible pts.) (Attachment 7) (Waived for RRH and TH projects)

Based on APR Q13 a2- Number of Conditions at Start)

Projects serving clients with 2 or more conditions at project entry may be considered as serving those with the most severe service needs. This question awards points to projects serving those with 2 or more conditions at entry. Use attachment 7 to see project score.

Points Earned: _____

8. Percentage of Clients who entered with zero income (5 possible pts) (Attachment 8)

Clients without any income have higher barriers to remaining stably housed. This measure, based on APR Q18, identifies programs that are serving higher-needs clients by giving points to those projects that serve more clients with zero income at program entry. Use attachment X to see project score.

Points Earned: _____

9. Length of Time between Project Start Date and Residential Move-in Date (2 possible pts) (Attachment 9)

On APR Q22c, refer to the column “Average length of time to housing”. Use attachment 9 to find project score.

Points Earned: _____

10. Health Insurance- Percentage of Stayers with Health Insurance at Annual Assessment (5 possible pts) (Attachment 10)

To calculate the percentage of clients who retained or acquired health insurance, add APR Q21. Column 2 Row 14, 15 and APR Q21. Column 2 Row 16 together. Divide this number by APR Q5. (Total number of stayers). Use attachment 10 to find project score.

Points Earned: _____

11. Priority Population

- 50-100% Chronically Homeless (CH), Youth, Veteran, or Survivors of DV = 3 pts**
- No priority population = 0 pts**

12. CoC Participation (0-10 pts)

Does the project or agency staff regularly (at least 50% of meetings) participate in any of the following CoC committees? *Participation will be confirmed by the Collaborative Applicant.*

- Yes- Membership Meetings only (8 pts)**
- Yes- Membership Meetings and at least one committee (10 pts)**
- No- (0) pts**

Board	Operations
Membership	Governance
UFA Fiscal Advisory	Systems/Strategic Planning
HMIS Advisory	Regional Youth, Racial Justice or DV Committees

18. Housing First

Housing First is a recovery-oriented approach to end homelessness by rapidly housing individuals without screening out or terminating consumers based on any of the criteria below.

Does your project screen out or terminate clients based on any the following?

- Having too little or no income
 - Active or history of substance abuse
 - Criminal record with exceptions for state-mandated restrictions
 - History of domestic violence
 - Failure to participate in supportive services
 - Failure to make progress on a service plan
 - Loss of income or failure to improve income
 - Any other activity not covered in a lease agreement typically found in the project's geographic area.
- YES- 0 PTS** **NO- 10 PTS**

19. Anti-Discrimination (0-3 pts)

Does your agency have an anti-discrimination policy? (Please attach relevant pages of your policy to your application as a PDF)

Yes 3 pts No 0 pts

Calculate your Part 1 score (CARES will provide a final scorecard)

Note that this section is not required to complete. Agencies can use this scorecard to estimate their Part 1 score.

	Question	Points Available	Points Earned
1	Utilization Rate*	15	
2	Data Quality & Completeness*	6	
3	Impact on Chronic Homelessness*	10	
4	Positive Outcomes**	20	
5	Exits to Homelessness**	20	
6	Income Growth**	20	
7	Health Conditions*	5	
8	Clients with Zero Income at Start*	5	
9	LOT Between Start Date and Move In**	2	
10	Health Insurance*	5	
11	Priority Population*	3	
12	CoC Participation*	10	
13	Quarterly Vouchers*	5	
14	Unspent Funds*	10	
15	Returned Funds in last 3 yrs*	6	
16	Monitoring*	4	
17	Coordinated Entry*	10	
18	Housing First*	10	
19	Anti-Discrimination*	3	
	TOTAL	169	

***Questions indicate a System Performance Measure question. Rank & Review applications must have **at least** 20% of program score based on SPMs to get full points on the annual CoC NOFO Application.*

Questions indicate Objective Measures. Rank & Review applications must have **at least 33% of program score based on objective measures to get full points on the annual CoC NOFO Application.*

FRANKLIN ESSEX HOUSING COALITION (NY-520)
RANK & REVIEW APPLICATION 2024
PART II – PROJECT / SYSTEM PERFORMANCE NARRATIVES

Project Name: _____

Project Type: _____

FY24 Funding Request: \$ _____

PROJECT DESCRIPTION

This section provides reviewers with a synopsis of your project; **it is not scored.**

Provide a brief project overview to describe program characteristics listed below:

- a. Target Population
- b. Project goals and achievements

1. Addressing Program Challenges in Part 1

After seeing your preliminary **Part 1 score**, please identify up to 3 questions from Part 1 where you did not score full points. Applicants can use this section to detail unique circumstances for why they did not score full points. Reviewers may score up to 50% of the points lost in Part 1 for each question identified. CARES will calculate total points available for each question.

Part 1 Question #__

Part 1 Question #__

Part 1 Question #__

2. Diversity and Inclusion: (0-5 pts)

Please tell us what your agency has done over the last year to promote Diversity, Equity, and Inclusion (DEI) at the program and agency level.

- 2 pts for providing a specific example of an action or initiative taken to promote DEI;
- 2 pts for identifying specific hiring initiatives to increase DEI within your agency;
- 1 pt for participating in outside committees or workgroups that promote DEI in the CoC

3. Including Transgender and Gender Non-conforming clients: (0-5 pts)

How does your program ensure housing and support service options that are tailored to support people who identify as LGBTQIA+?

[Check out HUD's LGBTQIA+ Fair Housing Toolkit.](#)

- 2 pts if agency describes how information is provided to clients and staff on how to report housing discrimination.
- 2 pts if agency describes training provided to agency staff to ensure a safe and equitable atmosphere for clients.
- 1 pts if agency describes any MOUs or partnerships with agencies specifically geared toward LGBTQ+ participant needs.

4. Feedback from Clients (0-7 pts)

What proactive processes does your agency have to receive and incorporate feedback from persons with lived experience?

- 3 pts if applicant specifies how often clients are asked for feedback about their programs and services;
- 4 pts if applicant provides an example of feedback from a client that was implemented to make a positive change in the program.

5. Staff with Lived Experience (0-2 pts)

Does your agency employ people with lived experience of homelessness? If so, are they involved in any decision-making or policy creation?

6. Addressing Severe Service Needs (0-12 pts)

Describe the severe service needs of clients within your project, and why the services provided in your project are needed in the CoC. Please use local data (e.g., Coordinated Entry numbers) and examples to back up your claim if applicable.

** Severe Service needs include those individuals or households needing the highest level of resources and staffing to successfully access housing, stabilize in housing and remain housed. Conditions can include: illness and physical, mental and behavioral health, impaired cognitive functioning, lack of natural supports and deficits in daily living skills.*

- 7 pts if agency describes the ability to provide services and support to a population(s) with the most severe service needs in Franklin and Essex Counties.
- 5 pts if the agency adequately demonstrates/cites evidence (can be anecdotal) of the need for their project in the community due to their capacity to serve those with the most severe service needs.

7. Describe how you operationalize a “Housing First” philosophy in your program’s implementation, including documented policies, trainings, or other processes related to “Housing First” that are operationalized at the program level. (0-5 pts)

- Up to 2.5 pts awarded if narrative provides examples of policies and procedures related to implementing “Housing First”.
- Up to 2.5 pts awarded if narrative provides examples of how “Housing First” philosophy is integrated into program delivery and service to all clients.

8. Racial Equity and Barriers to Participation (0-10 pts)

Has your project identified any barriers to participation (e.g., lack of outreach) faced by people of different races and ethnicities, particularly those over-represented in the local homelessness population? What steps have you taken or will take to eliminate the identified barriers?

Some barriers might include: language barriers, consistent access to transportation, access to the Coordinated Entry process, lack of consistent communication from provider agencies, etc.

- 4 pts if the applicant describes barriers to participation faced by those over-represented in the local homeless population;
- 4 pts if the applicant describes tangible actions taken at the agency and/or project level to eliminate identified barriers;
- 2 pts if the applicant identifies how race and/or ethnicity may play a role in barriers to accessing services within their CoC.

9. Domestic Violence Projects Only- Positive Outcomes/Safety (0-6 pts)

Outcomes considered positive for DV programs may not be the same as positive outcomes for Permanent Supportive Housing programs. How does your agency contribute to housing stability and ensure safety for victims of domestic violence across the CoC?

- Up to 3 pts awarded if the narrative clearly describes positive outcomes through the DV provider lens.
- Up to 3 pts awarded if the narrative clearly describes how the agency contributed to positive housing stability and ensure safety for victims of domestic violence across the CoC.

10. Dedicated Youth Projects Only- Positive Outcomes (0-6 pts)

Outcomes considered positive for youth programs may not be the same as positive outcomes for Permanent Supportive Housing programs. How does your agency contribute to housing stability across the CoC?

- Up to 3 pts awarded if the narrative clearly describes positive outcomes through the Youth provider lens.
- Up to 3 pts awarded if the narrative clearly describes how the agency contributed to positive housing stability across the CoC.

Part 2 Application Score Breakdown

For informational purposes only

Question	Total Points Available
1. Addressing Program Challenges	30*
2. Diversity and Inclusion	5
3. LGBTQIA+ Inclusion	5
4. Feedback from Clients	7
5. Staff with Lived Experience	2
6. Addressing Severe Service Needs	12
7. Housing First	5
8. Racial Equity & Barriers to Participation	10
9. DV Only	6
10. Youth Only	6
Total points available	88

*Please note that 30 is the maximum number of points possible for this question. Only a project that scored zero points on the 3 highest-valued questions would be eligible to receive 30 points. Actual point ranges will vary depending on which questions from Part 1 an applicant chooses to respond to.